



TUGUEGARAO CITY COMMAND CENTER



EXTERNAL SERVICES

1. Closed-Circuit Television (CCVT) Footage Request

Service Description: Provides CCTV Footage purposely for public safety and security specifically for evidentiary support (Treat all such inquiries with strict confidentiality).

Office or Division:	Tuguegarao City Command Center			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Blotter Report / Except blotter (Shall be duly signed by investigator)		Philippine National Police		
2. CCTV Footage Request Form (Shall be duly signed by Authorized Personnel)		City Mayor's Office		
3. Personal Identification Card (Photocopy and must be valid)		Requestee		
4. Authorization Letter (if authority is not present)		Authorized D		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request form with the attached complete documentary requirements for verification and evaluation	1. Validation of documentary requirements if complete	None	3 minutes	<i>Admin Aide I</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2. Making the request provides sufficient and accurate information about the time, date and place to enable the data controller to locate the information which that person seeks, <i>(it is recognized that a person making a request is unlikely to know the precise time. Under those circumstances it is suggested that within one hour of accuracy would be a reasonable requirement)</i>	None	2 to 4 hours (depending on the incident)	<i>Admin Aide I</i>
	3. Approval of the recorded CCTV footage	None	2 minutes	<i>LDRRMO III Computer Programmer I Sarah Mae A. Melad, Admin Aide I</i>
2. Receive the CCTV footage	4. Releasing of the CCTV Footage request	None	1 minute	<i>Admin Aide I</i>